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**JetRight Air Management – Facilities Management Coordinator**

Pay Range: $25.20 - $27.60 - $32.40

**JOB SUMMARY:** The Facilities Management Coordinator is responsible for all aspects and appearance of the JetRight campus including cleanliness, routine maintenance and repair, security, and safety. This position is regularly in direct contact with high net-worth clients and their representatives. Confidentiality, attention to detail and the ability to work in a fast-paced team environment are essential personal qualities for the successful Facilities Management Coordinator

**Essential Functions:**

* Prioritize efforts based on business development, special project, and sustainment activities
* Maintaining daily operations of facilities, ensuring maintenance and cleaning tasks are completed
* Monitoring the safety, cleanliness, and security of interior and exterior areas
* Scheduling routine inspections, pest control, and emergency repairs
* Performing routine maintenance and repairs on campus
* Ensuring proper security measures at all time
* Liaison with Lessor Maintenance Team
* Collaborate with security and fire system vendors
* Creating reports for supervisors and other relevant team members
* Monitoring and preparing facilities in changing weather conditions
* Collaborate with leadership on budgeting needs for facilities
* Proactively resolve facility issues.
* Occasional on-call, after hours and weekend availability
* Maintain awareness of aircraft locations and assist with engagement of resources remotely.
* Utilize computer systems and programs to perform job
* Various other duties as assigned

**Required Qualifications:**

* Bachelor’s degree in Facility Management or equivalent experience
* Maintenance experience
* 3-5 years’ experience in transportation industry
* Must be able to work flexible schedules
* Interact as necessary airport tenants, and other airport customers
* Valid TN Driver’s license
* Ability to pass security background check

**Preferred Qualifications:**

* Experience with and an understanding of corporate aircraft operations and FAA regulations
* Trained in OSHA compliance
* Experience in Quality and Safety Management Systems
* Experience with Rockefeller habits
* Experience with Lean/Six Sigma, Change Management, and Excellence Programs

**Knowledge, Skills and Abilities:**

* General knowledge of geography, customer service, corporate aircraft model performance Excellent communication, organizational, and management skills
* Proficient in MS Office software
* Excellent communication, organizational, and management skills
* Ability to work as a team member while meeting individual performance goals
* Demonstrate the ability to juggle and prioritize multiple tasks.
* Demonstrates initiative – volunteers readily, undertakes self-development activities, seeks increased responsibilities asking for help when needed.
* Displays commitment to excellence by seeking ways to improve and promote quality.

**WORKING ENVIRONMENT/PHYSICAL DEMANDS**

* Standing/walking for short distances: Up to two hours on hard surfaces
* Sitting: Up to six hours
* Lifting/carrying: Up to 75 pounds routinely with or without a reasonable accommodation
* Restricted to assigned duty periods of no more than 14 hours

By nature, this job description cannot be exhaustive: additional responsibilities, duties, skills, efforts, requirements and working conditions may be associated with this job.